



Division of the Budget

Budget Fellow

Budget Planning, Operations and Management Unit

Agency Performance and Audit Team

Reference #21-35

The Budget Planning, Operations, and Management Unit is seeking a candidate to join the team supporting agency performance. The successful candidate will have the opportunity to assist in the oversight of State-wide agency performance, including but not limited to the review of agency program metrics, agency audit findings and agency internal control certifications.

Responsibilities of the Budget Fellow on the Agency Performance and Audit Team would include, but are not limited to:

- prepare written reports summarizing audits of agency programs which discuss the results, including but not limited to findings, conclusions and recommendations, incorporating charts/graphs, tables to summarize data/findings in a format that is easy to comprehend;
- perform research using internal/external sources and summarize pertinent data (law, current issues, work papers, reports);
- keep abreast of legislative issues, new audit regulations/trends, internal control policies and procedures and audit methodology;
- communicate effectively to leadership next steps and recommendations based on compiled data; review and summarize State and Federal audits of agency programs to assess internal controls, operational efficiencies and compliance with selected policies, procedures and regulations;
- collect and analyze data for at least 57 agencies, as listed in Budget Bulletins B-0350 and L-1221;
- assist in agency engagement, providing timely responses and informed answers to inquiries;
- use technology to improve processes, provide more efficient responses quickly and accurately, and support decision making; and
- participate in special projects and initiatives as requested

Qualification/Skills:

A Bachelor's Degree in a policy or finance related field of study with a minimum of five (5) years of full time-progressively responsible experience. Experience in New York State government auditing process is preferred. Professional certification, such as Certified Internal Auditor (CIA), Certified Public Accountant (CPA) or Certified Information Systems Auditor (CISA); and/or a Master's degree in accounting, business, public administration, economics, management or a closely related field may be substituted for 2 years of full time experience.

The successful candidate must:

- effectively communicate and collaborate with personnel at all levels within the organization (verbal and written);
- use analytical, critical thinking, and organizational skills with the ability to process information quickly;
- provide consultation and guidance to management to facilitate the development of policies and procedures;
- possess the ability to adapt to changes in direction or priority;
- demonstrate an understanding of the Executive Budget process; and
- be committed to improving service outcomes for New York State residents.

How to Apply:

To be considered for this or future positions with the Budget Division, please complete the [Online Employment Application](#) and select “Audit/Compliance” in the Professional Interests section. Applications are held in the Division’s resume database for six months, after which candidates may reapply to be considered for future opportunities.

If you require assistance in applying for employment with the New York State Division of the Budget, or if you have any questions about working for the Division, please contact personnel@budget.ny.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER